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Approved For Release 2009/06/23 : CIA-RDP57-00012A000100010073-1

MEMORANDUM FOR: Chief, Support Staff

11 Sept. 1952

SUBJECT : Weekly Activity Report

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1. ITEMS OF ADMINISTRATIVE INTEREST

a. Mr. [] has stated that he has prepared a forwarding endorsement for Mr. White recommending approval of the OTR T/O to the DD/A.

b. Chief, Classification and Wage Division has assigned Mr. [] the responsibility of reviewing the various units of OTR for the purpose of approving the proposed position changes on the new T/O. Mr. [] will begin his survey as soon as the T/O has been approved by the DD/A.

c. Briefing sessions have been set up on Sept. 15 and 18 for OTR supervisors to be instructed in the preparation of the Personnel Evaluations Reports. All supervisors have been scheduled for one of these sessions or for individual sessions if unable to attend on these dates.

d. Rentals for the [] have been established at \$1.00 a day. The Finance Division will be requested to make the necessary deductions from the pay of individuals who have occupied the [] since 1 July 1952. Retroactive deductions will be prorated over a period of months to avoid excessive deductions in any particular pay period.

e. The driveway and parking area in rear of Building [] has been completed. Parking permits will be issued by 12 Sept. 1952.

f. Rooms 1 through 7, Building 14, were completely evacuated by OTR on 5 Sept. 1952.

g. The move of personnel from Quarters I to R&S Building will be delayed due to a requirement by I&SO that grills must be installed over the windows in the ceiling monitor before the windows can be opened. Estimated date of installation of grills is 18 Sept. 1952.

h. A second meeting was held with representatives of the Legal Counsel, Medical Office, and the Personnel Office to formulate procedures pertaining to compensation claims for the handling of injured trainees and or base personnel []. In this connection, a procedure for the handling of trainees has been agreed upon, but further study is necessary in order to formulate an acceptable plan for the handling of base personnel.

i. The centralization of revolving funds has been completed at []. There is now only one such fund at that site.

25 YEAR RE-REVIEW

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j. The Chief, Security Control Staff has given verbal approval to our request that the Director of Training be authorized to certify security clearances for CIA employees attending lectures at other government agencies. Written authorization is being forwarded. This approval covers certification for lectures only, and certification by I&SO will be required for employees enrolled in extended courses. A tentative procedure for the processing of such requests to I&SO is agreed upon, and will be prepared for written concurrences by Director of Training and Chief, Security Control Staff.

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1. The Liaison Officer, OTR, and [] held a discussion with Mr. [] of the Foundation, on 10 September, concerning construction of housing facilities. Mr. [] is to consult the Board before making any concrete proposals.

[]
Admin. Officer, OTR

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